

Village of Canal Winchester

Subdivision Review Process

11/4/2002

1. Pre-application Meeting

Recommended pre-application conference with municipal staff.

2. Preliminary Plan Review

- ☐ Complete application filed, including fees, with the Planning & Zoning Administrator 30-days prior to the Planning & Zoning Commission meeting
 - 7 copies on 11" x 17" size (for P&Z Commission members)
 - 10 copies at full-size for staff
- ☐ If application is complete, schedule meeting before Planning & Zoning Commission
- ☐ If application is incomplete, return to applicant with explanation
- ☐ Layout of the entire tract is required regardless of phasing of the development; preliminary layout of utilities to be included
- ☐ Preliminary Plan showing conformance with the village's Landscaping and Woodland's ordinance to be submitted at this time, unless these plans have already been reviewed and approved under the zoning process
- ☐ Technical Review Group meeting
- ☐ Public meeting before Planning & Zoning Commission
 - If approved, applicant to proceed with preparing construction improvement plans
 - NOTE: No Final Plat application will be accepted until construction improvement plans have been approved
 - If disapproved, return to applicant with explanation

3. Construction Improvement Plans Review

- ☐ Ten sets of construction plans to be filed with Planning & Zoning Administrator for review by Technical Review Group
- ☐ Comments from Technical Review Group returned to applicant/agent
- ☐ Revised plans submitted for review by Technical Review Group
- ☐ If approved, plans signed by appropriate municipal officials
- ☐ Upon completion of the subdivision, "as built plans" based on Municipal inspection records and prepared by the developer's engineer shall be submitted for review and approval by the municipal engineer

4. Final Plat Review

- ❑ Final plat to be submitted within 12-months of preliminary plan approval (subject to an approved phasing schedule); only one 12-month extension to be granted
- ❑ Complete application filed, including fees, with the Planning & Zoning Administrator 30-days prior to the Planning & Zoning Commission meeting
 - 7 copies on 11" x 17" size (for P&Z Commission members)
 - 10 copies at full-size for staff
- ❑ If application is complete, schedule meeting before Planning & Zoning Commission
- ❑ If application is incomplete, return to applicant with explanation
- ❑ For any project within 300 feet of centerline of proposed state highway, or within 500 ft of centerline of existing state highway for which changes are proposed, before any Final Plat is approved by the Planning & Zoning Commission, the subdivider shall give notice to the Director of ODOT and request comments on the Final Plat. Said comments are to be submitted within 120-days, unless an extension has been agreed upon by the Director and subdivider
 - A copy of this notice shall be provided to the village
- ❑ Technical Review Group meeting
- ❑ Public meeting before Planning & Zoning Commission
 - Recommendation to Council for approval, approval with conditions or disapproval
- ❑ Public meeting before Council
 - Approve, approve with conditions or disapprove Final Plat
 - If disapproved, Final Plat returned to Planning & Zoning Commission with recommendations for modification(s)

If Approved by Council:

- ❑ Final Plat mylar shall be signed by appropriate municipal officials
- ❑ The Final Plat shall be recorded with the respective county auditor and county recorder within three (3) months from the date of Council approval; if not recorded by said time, Council approval shall become null and void
 - The applicant shall file a copy of the recorded Final Plat with the Planning & Zoning Administrator